

MILWAUKEE COUNTY DIVORCE CHECKLIST 1: FILING & SERVING JOINT PETITION

Fees: \$188.00 for filing a joint divorce without minor children, \$198.00 for a joint divorce with minor children. This fee may be waived if both parties qualify for the fee waiver.

1. Fill out appropriate Joint Petition (*forms available for sale in **Room 307A - Legal Resource Center***).
2. Fill out the Confidential Petition Addendum.
3. Is a Temporary Hearing necessary? If yes, complete the Order to Show Cause for Temporary Relief and the Affidavit for Temporary Relief (*which **must** be signed in front of a notary public*).
4. **Room 307A (Legal Resource Center)** – Make 5 copies of all documents **except** the Confidential Petition Addendum (*\$0.20 per page*).
5. Are you seeking a fee waiver? If so, fill out Waiver of Fees Affidavit and sign before a notary public. Take it, with proof of public assistance or pay stubs, to **Room 609** for review. Note that **both parties** must qualify for the fee waiver when filing jointly.
6. **Room 104** – Bring all copies of forms to file, pay filing fee (*or show waiver form*), and get a case number. Filing fee is \$188.00 if no minor children, \$198.00 if there are minor children
7. **Room 707** – Take all copies to the Calendar Desk of the Family Court Commissioner. The clerk will keep one set of copies for their records, date stamp all copies, give a temporary hearing date, if requested, as well as give a Notice and Order of Administrative Dismissal Date, and a Requirement to Attend Parent Education Program, if minor children are involved.
8. **Room 101 – If minor children involved** - If you or your spouse received, or ever have received, public assistance, a copy of the summons and petition (*and temporary hearing documents, if applicable*) must be served on the Department of Child Support Enforcement.
9. **WHEN YOU ARE READY FOR THE SECOND STEP, YOU MUST MAKE AN APPOINTMENT** (by phone 278-2912), by email (ctimail@wicourts.gov), or in person (Room 104P). **THE CLINIC DOES NOT ASSIST WITH THE SECOND STEP DURING WALKIN HOURS** (as the forms take much longer).